**Summarizing and Note Taking**

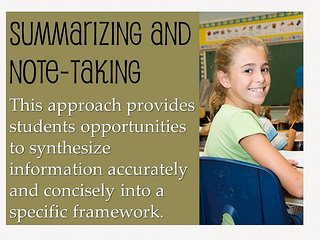


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**Summarizing**

According to Robert Marzano, “Summarizing & Note Taking” is one of the nine key instructional strategies. Summarizing and note taking go hand in hand. It is important to be able to summarize information because making a summary is like “making a long story short.” Students need to be able to pull the important facts from the information that is given and put it into their own words. Research says “Students should learn to eliminate unnecessary information, substitute some information, keep important information, write / rewrite, and analyze information (Marzano). Summarizing enables students to focus on key words and phrases that are worth noting and remembering, and also improve their memory and understanding of the content. When the students have a good summary it shows that they have an understanding of the information, and there for when they need to come back for a review it will be clear and easy to study.



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**Note Taking**

Every student will benefit from having a strong skill for note taking. Taking notes is a very important instructional strategy because when a student is reading or listening they need to be able to ensure that they understand and retain key information. When a student is required to take notes they are then forced to concentrate more effectively so that they can record useful information. While taking notes the students should not be writing word for word what they are listening to, instead they should use their summarizing skills to pick out the important point and put them into their own words.

|  |  |
| --- | --- |
| Topic 1   * 1.1 * 1.2   Topic 2   * 2.1 * 2.2 * 2.3   Topic 3   * 3.1 |  |

There are different ways to take notes, for example: Linear and Non-Linear notes. Linear notes generally go down the page in the order it is being received while Non-Linear notes usually involve- mind maps, spider grams or bubble graphs, in which you start in the middle of the page and branch out in terms or meaning or association.